



City of Hamilton Canada-Wide Early Learning and Child Care Directed Growth Introduction

The City of Hamilton has been allocated 1,398 new child care spaces between 2022 and 2026, which includes 254 new school-based spaces and 1,144 new community-based spaces, guided by [City of Hamilton's Access and Inclusion Framework](#). Hamilton's child care expansion will focus on the following identified priority populations:

- Children living in low-income families
- Children of newcomers to Canada
- Francophone language minorities
- Children with special needs and children needing enhanced or individual supports
- Indigenous children, Black and other racialized children

Applicants will be asked to describe the number and location of proposed new spaces and how they plan to ensure that those spaces align with [City of Hamilton's Access and Inclusion Framework](#).

Your application confirms your commitment to a funding agreement under the scope of the [City of Hamilton's Access and Inclusion Framework](#) which also includes your acceptance of families in receipt of fee subsidy, children with special needs, signing off and adhering to the [City of Hamilton Early Years System's Equity, Diversity, Inclusion and Belonging \(EDIB\) Policy](#) and actively participating in the City of Hamilton's early years quality program.

Completing the Application Package

- Complete and submit one form per child care site (location).
 - Use the Application Package Checklist when submitting your application to ensure all the requested information is provided.
 - Submit your documents using the online [Child Care Document Submission](#).
 - Ensure written answers are concise but be sure to fully explain your answer. It is important that your answers are descriptive; Provide examples. Describe "how" and demonstrate your knowledge and experience.
 - Please attach a separate document if you require additional space for your responses, clearly identifying the corresponding question number. It is important that any supplemental information provided is specifically answering the corresponding question.
 - City staff will notify each applicant of their evaluation date, and evaluation outcomes are estimated to take 4-6 weeks from that date.
 - If you have any questions about your application, would like to withdraw, or require an alternate format, please email to CWELCC@hamilton.ca.
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City of Hamilton Canada-Wide Early Learning and Child Care Directed Growth Application

1) Type of Application

Please indicate the type of application

- ☐ **Scenario 1**
Current city of Hamilton licensees who are CWELCC-participating and wishing to **increase** their licensed capacity of CWELCC-eligible spaces at an existing centre.
- ☐ **Scenario 2**
Current city of Hamilton licensees who are CWELCC-participating and wishing to **open a new child care site (location)**, not yet licensed.
- ☐ **Scenario 3**
Current city of Hamilton licensees **wishing to enrol** in CWELCC and (if applicable) revise licensed capacity.
- ☐ **Scenario 4**
Prospective licensees wishing to **open a new child care site (location) in the city of Hamilton**, not yet licensed.

<p>What is your 'Planned Date of Project Completion'?</p> <p><i>This is the expected date when the new child care spaces will be operational. Please consult your architect/engineer on zoning, building permit, fire safety, and licensing lead times to make an informed estimate.</i></p>	
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2) Applicant and Licensee Information

Contact Full Name:	
Position Title:	
Email Address:	
Phone Number:	
Head Office Name:	
Head Office Mailing Address:	



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Business Structure:
<input type="checkbox"/> Multi-Site
<input type="checkbox"/> Single-Site

Auspice:
<input type="checkbox"/> For-Profit
<input type="checkbox"/> Not-for-Profit

Organization Type:
<input type="checkbox"/> Home-Based
<input type="checkbox"/> Centre-Based
<input type="checkbox"/> Co-op (Centre-Based)

Site Name:		
Site Address:		
Do you own the property, have a signed lease, or a 'Letter of Intent' or "Offer to Lease"?	Yes	No
Site Licence Number (if applicable):		
Days of Operation (ie. Monday to Friday)		
Hours of Operation		
Total Annual Operating Days (excluding closure days):		
Closure Days (list all days the site will be closed):		
Will you charge for closure days?	Yes	No
Are you operating other sites across the province of Ontario?	Yes	No
If yes, how many sites per municipality? List the Municipalities		



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3) Access and Inclusion

If you require additional space for your responses, please attach a separate document clearly identifying the corresponding question number.

a) What is your program statement?

b) Describe your program's quality framework / vision.

c) Describe your program's strategy for collaboration with community partners. Who do you work with for resources and supports?



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d) Describe how you will communicate and provide support to families in your program, keeping in mind those that have language and access barriers.

e) Describe how your program will support Francophone children and families.

f) Describe how your program will accommodate families who need flexible care such as part-time, extended hours, and/or weekend child care.



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g) Describe your program's wait list policy. Are there any families that are prioritized?

h) Describe how your program will provide supports for low-income families (beyond Fee Subsidy).

i) Describe the resources your program will have to support accessibility and inclusion. How will you ensure that your location is accessible to priority populations?



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- j) Describe how you will design your learning environments and supports for children with special needs and / or children who need enhanced or individual supports to participate fully.

- k) Describe how your program will embed the principles of equity, diversity, inclusion and ensure everyone has a sense of *belonging* and *well-being*?

Belonging is when each individual is supported, respected, and valued for their identity and unique traits that make them different from each other (University of Saskatchewan, 2020).

Well-being refers to the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.



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- l) Describe how your program will be culturally responsive and participate in Truth and Reconciliation?

Please consider Call to Action # 12 from the *Truth and [Reconciliation](#) Commission of Canada: Calls to Action*: “We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.”

- m) Describe how you will ensure that you are responsive to, and appreciative of, the diversity of families and create opportunities for families to share their culture in your program. Examples can include: a culturally responsive menu, games, toys, events, books, personal care. Please be specific in your examples and explain how these resources will meet the criteria above.



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n) If you feel like the questions above have not provided enough opportunity to share your qualifications, passion, and inspiration to working with children, please elaborate below.



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4) Child Care Site Information

- a) Fill out for Centre-Based Child Care **ONLY**
(For Licensed Home Child Care, enter zeros to proceed)

Base Fees

Base fees are defined as the daily fees charged to families for anything a licensee is required to provide under the Child Care and Early Years Act (CCEYA), such as play materials, supplies, and food. Effective January 1, 2025, child care base fees for CWELCC spaces are **capped at \$22/day**. Base fee revenues will be automatically calculated in the program budget workbook (step 5 of application) based on the number of spaces the applicant is applying for.

Other mandatory fees a family must pay to receive care, such as registration fees, are also deemed a base fee. Please note these other base fees are also subject to the \$22/day cap. Applicants who are planning on charging registration fees, may want to review this policy as the revenue from registration fees will be included in the total revenue offset and deducted from the total cost-based funding allocation.

Non-Base Fees

Non-base fees are fees for optional services as defined in the regulations (such as field trips, fees for late pick-ups, etc.) and in accordance with the terms of the licensee's Parent Handbook, such as NSF charges or late payment fees.

- Non-base fees are not part of the \$22/day fee cap and will not be factored in the calculation of cost-based funding allocations/funding.
- Costs associated with providing non-base fees services (such as late pickups, field trips, etc.) must be tracked separately as they are not an eligible expense under the cost-based funding approach.

Please complete the below charts to identify any other base and non-base fees for all current and prospective age group categories that the applicant is planning on charging families:

Other Mandatory Base Fees	
Description (i.e. Registration fee)	Cost (\$)



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Non-base Fees	
Description (i.e. NSF charges)	Cost (\$)

Licensed Capacity			
Age Group	Scenario 1 (& 3 if applicable)		Scenario 2, 3 & 4
	Current Licensed Capacity	Proposed License Capacity <i>(Total with increased spaces)</i>	Licensed Capacity
Infant			
Toddler			
Preschool			
Total			

b) Fill out for Licensed Home-Based Child Care **ONLY**

Number of Current Approved Homes		
Proposed Number of New Home(s)		
Addresses of Proposed New Home(s) (if you need more space, please attach a separate document to your submission called "Proposed New Homes")		



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c) Required by ALL Organization Types:

Please indicate	YES	NO
Will the new or expanded site offer part-time care? (e.g. programs running 2 days/week or 3 days/week, etc.)		
Will the new or expanded spaces be Indigenous-led?		
Will the new or expanded spaces be offered in French?		
Does your program have an inclusion policy?		

5) Staffing and Compensation

Across Ontario, there is a shortage of Registered Early Childhood Educators (RECEs) and child care workers. Please explain your strategy for recruiting and retaining qualified staff for your new or expanded spaces. Please also explain how your hiring practices will be inclusive and equitable.



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List the anticipated hourly **base** wages of educators who will staff the new or expanded spaces.

NOTE: RECE's, RECE Child Care Supervisors, and RECE Home Child Care Visitors must earn at a minimum the wage floor for the applicable year. These minimum wage floor rates are set by the Ministry of Education and are identified in the below chart. For all other positions, amounts must be equal to or more than the provincial minimum wage (i.e. \$17.20 per hour as of October 1, 2024).

Position	Lowest Hourly Base Wage (\$/hr.)	Highest Hourly Base Wage (\$/hr.)	Average Hourly Base Wage (\$/hr.)
Registered Early Childhood Educator (RECE) Program Staff	\$24.86		
Child Care Assistant / Non-RECE Program Staff			
Non-Program Staff (e.g. Cook, Admin)			
Supervisor / Home Visitor	\$25.86		

6) City of Hamilton Budget Template

As part of this application process, you are required to complete and submit the City of Hamilton's Budget Template to verify the financial viability of your organization.

Please attach to your application submission.

7) Directed Growth Infrastructure Funding – To Create New Child Care Spaces

The City of Hamilton's Directed Growth Infrastructure Funding includes two programs:

1. **Start-Up Grant** (existing)
2. **Early Learning and Child Care (ELCC) Infrastructure Fund** (effective March 31, 2025)

Both programs provide funding to support infrastructure projects that create new, licensed child care spaces, in line with the [City of Hamilton's Access and Inclusion Framework](#). The amount of funding you may receive depends on your eligibility and the available budget for each program.

Important notes:

- **School-based child care programs are not eligible.** These are handled through a separate process with the Board of Education. This includes child care offered during school hours for kindergarten and school-aged children.



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- The **ELCC Infrastructure Fund** is for **not-for-profit licensed child care centres** and is designed to complement the Start-Up Grant.
- This funding can be used for infrastructure-related costs, including:
 - Planning and design
 - Renovations or retrofits
 - Purchasing land or buildings (not-for-profits only)

The funding supports community-based space expansion projects and prioritize the creation of new licensed full-day spaces for children aged 0 to 4.

When completing the application, ensure you are identifying the capital you are investing and what additional funding is required to complete the proposed project. All requests must demonstrate a knowledge of the estimated costs for the project by attaching contractor quotes complete with estimated timelines.

No further funding will be approved following the initial request. This funding is a one-time funding opportunity.

All spaces must be open and operational by December 31, 2026 per Ministry of Guidelines.

Start Up Grant

This grant can be used to offset the initial costs required to expand or create spaces, such as equipment and leasehold improvements. The funding can be used for retrofits, renovations, or expansion projects but cannot be used to purchase land or buildings.

Grant amounts:

- Centre-based applicants: Up to \$350,000 per 20 child care spaces created
- Home child care applicants: Up to \$1,200 per CWELCC space created, to a maximum of \$7,200 per provider

Early Learning and Child Care (ELCC) Infrastructure Fund

This funding is available only to not-for-profit, centre-based child care licensees. It complements the Start Up Grant by funding larger community-based infrastructure projects focused on expanding full-day licensed spaces for children aged 0 to 4.

The funding may be used for infrastructure costs, including planning and design expenditures, as well as the purchase of land or buildings.

Licensed home child care agencies and licensees operating for-profit child care centres, as well as licensees operating school-based child care centres, are not eligible to receive ELCC Infrastructure funding.



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Please attach the following required documentation for Infrastructure Funding:

- **one** compiled estimate of materials and furnishings,
- a contractor quote for retrofits/renovations required, including outdoor space
- a “Letter of Intent”, or “Offer to Lease” (new sites only)
- proof of Purchase of Land or Building (ELCC Infrastructure Funding ONLY)

Directed Growth Infrastructure Funding			
Are you applying for the Directed Growth Infrastructure Funding?	Yes	No	Ineligible
Are you purchasing land or buildings? (Eligible for Not for Profits Only)	Yes	No	Ineligible

Proposed Expenditures for New Program (B+C=A)		
(B) Investment from Applicant:	\$	
(C) Directed Growth Infrastructure Funding Requested:	\$	
(A) Total Estimated Cost of Project:	\$	

Description of Expenses for Start Up Grant and Early Learning Child Care (ELCC) Infrastructure Fund (select all that apply)
<p>Eligible expenses for licensed child care centres:</p> <p>Play materials, equipment and furnishings (both indoors and outdoors) as outlined in Section 19 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014.</p> <p>Non-consumable supplies/equipment to support the ongoing regular operation of the child care program (e.g. appliances, IT, supplies to support learning environments while adhering to health and safety requirements).</p> <p>Renovations, additions or repairs to licensed full day child care facilities or potential child care facilities as approved by City of Hamilton.</p> <p>Outdoor space modifications required due to expansion, to comply with section 24 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014. Funding to cover the costs incurred to make outdoor play space changes are subject to the overall project</p>



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cap of \$90 per square foot to a maximum of \$350,000 per 50 child care spaces created.

Leasehold improvements.

Eligible expenses for home-based child care licensees:

Play materials, equipment and furnishings (both indoors and outdoors) as outlined in Section 27 of O. Reg. 137/15 under the [Child Care and Early Years Act, 2014](#).

Description of Expenses ONLY available for ELCC Infrastructure Fund (select all that apply)

Purpose-built new construction, renovations, retrofits and additions to community-based child care facilities. This includes expenses incurred through the planning, design and building stages of these projects.

Land or building purchases

Describe how the above investment will meet the objectives of the [City of Hamilton's Access and Inclusion Framework](#).



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List all the sources or investors contributing to the launch of this child care site.

Project Scope

Provide a description of the proposed project's scope of work. Include in your description any relevant information, such as project dependencies, risks and/or impact to service delivery and mitigation plans.



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Description of Proposed Space

Provide a description of the proposed space (for example, a commercial property that requires renovations, an existing child care centre, a residential property that will be converted into child care, etc.). If available, include pictures of the space in your submission, such as a link to the realtor's posting or your own photos of the space.

List project milestones and corresponding cash requirements by approximate dates.		
Planned Date of Project Completion (completed and open by December 31, 2026)		
Milestone	Approximate Date	Amount (\$)
1.		
2.		
3.		
4.		
Total – Sum of all amounts must equal the total amount requested.		\$



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8) Applicant Signature

As the Signing Authority for, _____, I confirm that all the details provided above are accurate.

Printed Name:	Date:
Signature:	

Notice of Collection

The City of Hamilton collects information under the authority of Section 227 of the Municipal Act, 2001. Any personal information collected for the Canada-Wide Early Learning and Child Care Directed Growth Application will be used for the purposes of administering the Healthy and Safe Communities, Canada-Wide Early Learning and Child Care program. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for Healthy and Safe Communities related matters. Information collected for this initiative may be stored on servers located in Canada and subject to Canadian laws.

Questions about the collection of this personal information can be directed to Senior Project Manager, Canada-Wide Early Learning Child Care at (905)546-2424 ext. 4881 or CWELCC@hamilton.ca, Healthy & Safe Communities, Children's and Community Services, Lister Block, 6th Floor, 28 James St. N., Hamilton, ON L8R 2K1.

9) Submission

Submit your completed application and supporting documentation through the online [Child Care Document Submission](#) using the Application Package Checklist.